

DEC 8 1955

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Evacuation Drills in Agency Buildings

1. Since 14 September 1955, the Acting Safety Officer has conducted Fire Drills in approximately 80% of the Agency buildings located in the Washington area. At this time, the annual building Fire Drill Program is current, and comprehensive reports concerning each drill are forwarded to the offices concerned.

2. A typical evacuation drill report, the report for J building, is attached for your information. Such a report is sent to appropriate offices for action in connection with its recommendations.

SIGNED

Sheffield Edwards
Director of Security

*Orig w/alt ret'd
to D/Sec 12/14/55*

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